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Central Intelligence Agency

Washington, D.C. 20505

Executive Registry
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31 Jan 85

Ms. Priscilla L. Levinson, Acting Chief
 Presidential Management Intern Program, Room 7H34
 Workforce Effectiveness and Development Group
 U. S. Office of Personnel Management
 1900 E Street, N. W.
 Washington, D. C. 20415

Dear Ms. Levinson:

Thank you for your letter inquiring as to the Agency's participation in the 1985 Presidential Management Intern Program. As you know, we support the principles and efforts of this program and believe it offers tangible benefits to both the selected candidate and the various federal organizations. We have attached an estimate of our FY 85 intern requirements as well as a synopsis of the candidates' duties and responsibilities, including location of employment and processing procedures to be followed before any candidate can enter on duty.

Again, we appreciate the opportunity to participate in the Presidential Management Intern Program.

Sincerely,

f Robert W. Magee
 Director of Personnel

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Attachment

DA/OP/E/ (29 Jan 85)

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United States
**Office of
Personnel Management**

Washington, D.C. 20415

In Reply, Refer To

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Your Reference

DEC 28 1984

85-0057

William J. Casey
Director of Central Intelligence Agency
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Casey:

The Presidential Management Intern Program (PMIP) is now entering its eighth year. The purpose of this letter is to request from you a hiring estimate for new Interns in your agency.

In late May, 1982, President Reagan signed Executive Order 12364 which reconstituted the Presidential Management Intern Program. This Executive Order expands the academic degree eligibility to cover additional graduate programs concerned with the analysis and management of public programs and policies. In addition, it states that selection procedures shall provide for actions to assure equal employment opportunity and for the application of appropriate veterans' criteria.

Screening of 1985 nominees will be conducted in January and February with finalists expected to be announced in March. During the next several months we will work closely with your agency's PMIP coordinator, since the coordinator's role is key to the Program's success in your agency in terms of hiring Interns and assuring a high quality internship experience.

To help us prepare for next year's Program, I am asking that you provide to the PMIP office an estimate of the number of new Interns your agency expects to hire in 1985. This estimate should include the types of positions in which Interns will be placed as well as an indication of which positions are located at headquarters in the Washington, D.C. metropolitan area and which positions are at given locations in the field. Hiring under the Presidential Management Intern Program must be accomplished within existing agency employment ceilings.

Attached is a copy or sample of the information submitted last year. Please have the information updated and any desired changes or modifications made. We would appreciate receiving the information by January 28, 1985 so that the Job Handbooks for PMI finalists can be prepared in a timely manner.

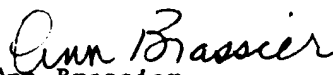
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The information should be sent to:

Priscilla L. Levinson, Acting Chief
Presidential Management Intern Program, Room 7H34
Workforce Effectiveness and Development Group
U.S. Office of Personnel Management
1900 E Street, N.W.
Washington, D.C. 20415
Phone# (202)254-6080

Sincerely yours,


Ann Brassier
Assistant Director
Office of Training
and Development

cc: Agency PMI Coordinator(s)
OPM Regional PMI Coordinators